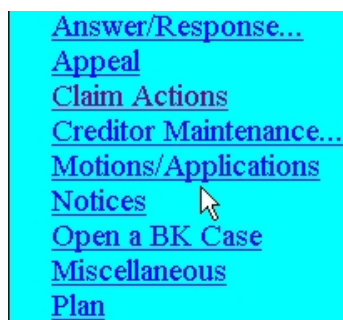
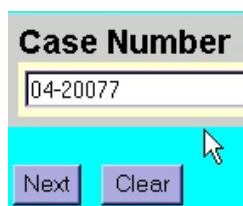


## Motion For Interim Order

**STEP 1** Select **Bankruptcy** from the **Main Menu**, then click on **Motions/Applications** from the *Bankruptcy* menu.

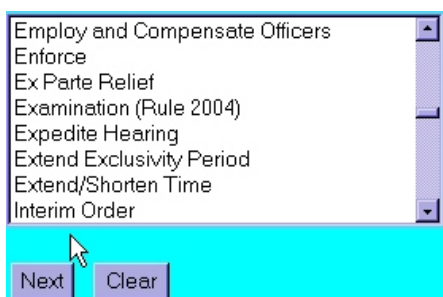


**STEP 2** The **Case Number** screen displays..



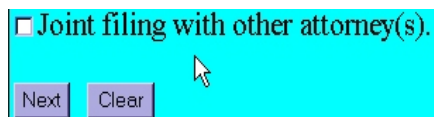
- ◆ **Case Number** - enter the case number in **YY-XXXXXX** format (include hyphen).
- ◆ Click on the **Next** button.

**STEP 3** The **select the type of motion being filed** screen displays.



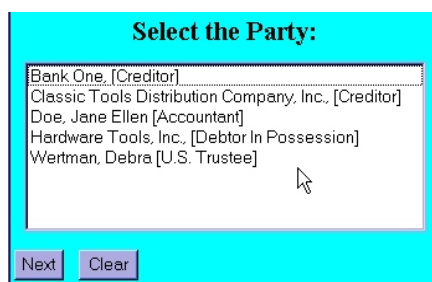
- ◆ Click on **Interim Order**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



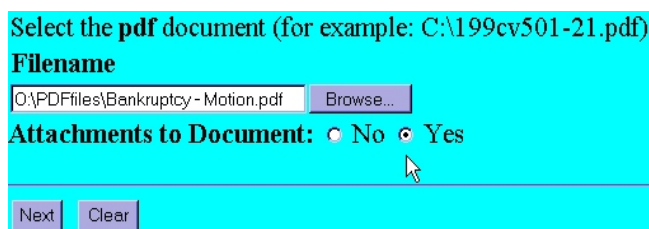
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and any other documents (e.g. an exhibit, appendix):
  - ▶ Click on the radio button next to '**Yes.**'
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFFiles\Bankruptcy-Proposed Order.pdf Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion for an Interim Order

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

O:\PDFFiles\Bankruptcy-Proposed Order.pdf

Add to List Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

**STEP 8** The **To do What and With Certificate of Service?** screen displays.

Interim Order to do what? Increase Pay of CEO to \$2,500 per week

With Certificate of Service? y or n: y

Next Clear

- ◆ Type a lowercase **'y'** if your motion contains a Certificate of Service or a lowercase **'n'** if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

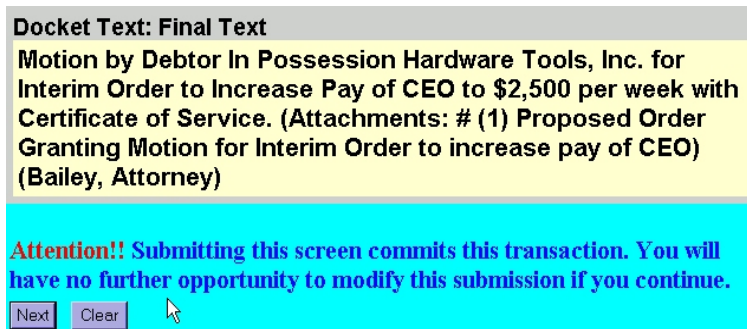
Motion by Debtor In Possession Hardware Tools, Inc. for Interim Order to Increase Pay of CEO to \$2,500 per week

with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Interim Order to increase pay of CEO) (Bailey, Attorney)

Next Clear

- ◆ Add text in the box provided if needed.
- ◆ Click on the **Next** button.

**STEP 10** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



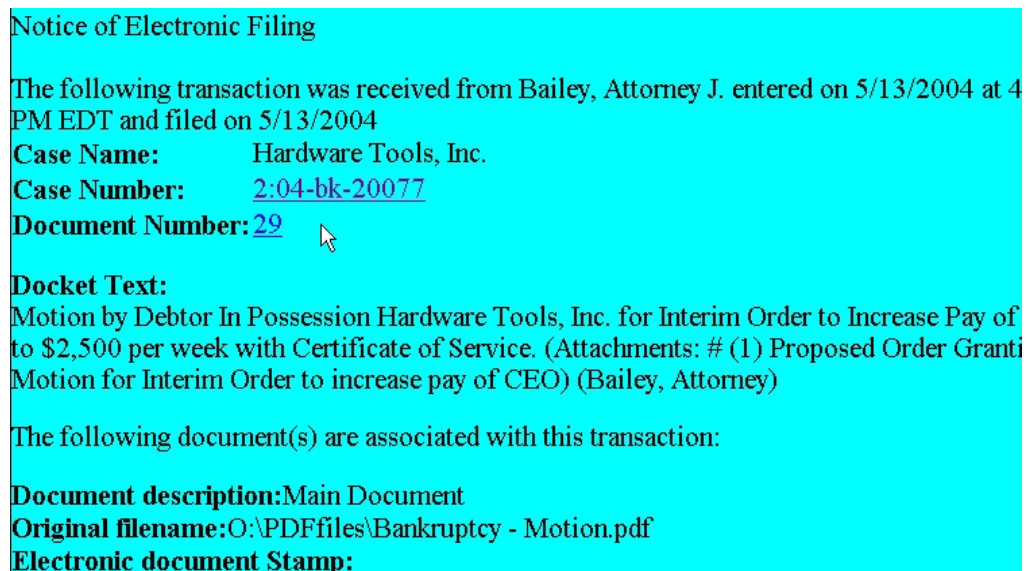
**Docket Text: Final Text**

Motion by Debtor In Possession Hardware Tools, Inc. for Interim Order to Increase Pay of CEO to \$2,500 per week with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Interim Order to increase pay of CEO) (Bailey, Attorney)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



**Notice of Electronic Filing**

The following transaction was received from Bailey, Attorney J. entered on 5/13/2004 at 4 PM EDT and filed on 5/13/2004

**Case Name:** Hardware Tools, Inc.

**Case Number:** [2:04-bk-20077](#)

**Document Number:** [29](#)

**Docket Text:**

Motion by Debtor In Possession Hardware Tools, Inc. for Interim Order to Increase Pay of to \$2,500 per week with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Interim Order to increase pay of CEO) (Bailey, Attorney)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** O:\PDFfiles\Bankruptcy - Motion.pdf

**Electronic document Stamp:**